



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PROGRAM INVESTIGATIVE OFFICER II

Job Number: 20001143

Job Code: 62680V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/01/1986

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Using advanced investigative knowledge, skills and techniques, conducts intricate level reviews and investigations to detect, document and refer for possible administrative action and/or criminal prosecution cases of fraud, abuse and other misconduct by cabinet clients, employees, providers, contractors and/or vendors. Applies an expert understanding of program areas in the analysis of information obtained through the investigation process. Coordinates investigative activities within an organizational entity; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of investigative, administrative, business, or social work/eligibility experience, one year of which must have been in investigative work.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study in the above fields will substitute for up to two years of the non-investigative experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in one of the above fields will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conduct investigations to detect and substantiate cases of fraud, abuse and other misconduct by cabinet clients, employees, providers, contractors and/or vendors. Review and examine referral documents and other documents obtained during the course of the investigation. Obtain and review policies, procedures, regulations and statutes relevant to the investigation. Obtain information and/or evidence relevant to investigation from various databases, through various forms of correspondence, including letter, telephone, facsimile, e-mail, interviews with complainants, witnesses and subjects and through onsite review of documents and use of surveillance. Summarize investigation in standardized reports or through narrative reports. Make formal recommendations as to the results of the investigation. Must have proficient knowledge in the policies, procedures, regulations and statutes that guide cabinet programs and their functions. May testify in judicial, administrative or Personnel Board hearings as required. Attend specialized training sessions and conferences as required. Interact with cabinet personnel, law enforcement agencies and the general public. Provide guidance and training to investigative staff as directed. Prepare and review proposed policy and legislation as directed.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions include normal office work as well as field work. Travel throughout the state may be required to conduct interviews and to obtain information and evidence. Onsite reviews of material, interviews and surveillance may be required. Overnight travel and working irregular hours may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*